

**Reciprocity Application Instructions
for
KANSAS ADULT CARE HOME ADMINISTRATOR LICENSE**

Enclosed for your reference are **K.S.A. 65-3501** through **65-3508**, **K.A.R. 28-38-18** through **28-38-30**, and "Formal Education Requirements" for obtaining a Kansas adult care home administrator license by reciprocity or endorsement of training. Instructions for making application for reciprocity are:

1. Complete and return "Application for Adult Care Home Administrator Licensure".
2. Attach a copy of your social security card or copy of a document bearing your name and social security number.
3. Request the accredited college or university to submit your college transcript, if applicable. Please refer to the enclosed "Formal Education Requirements" for the Kansas adult care home administrator license.
4. If licensed after July 1, 1990, submit verification of completion of a long term care administration practicum of not less than 480 clock hours approved by an accredited college or university as described in **K.A.R. 28-38-19(a)(2)**.
5. Submit \$120 application fee and \$100 license fee in accordance with the enclosed fee schedule. Fees are non-refundable. Note: \$100 license fee is prorated for license periods less than 24 months.
6. Request the licensing agency of the state from which you are requesting reciprocity and each state in which you have been licensed to complete the "Reciprocity Licensure Questionnaire" and return it to the Kansas Department of Health and Environment.
7. Submit one "Adult Care Home Administrator Reference Letter" from a licensed adult care home administrator, in state or out of state, and one from another person not related to the candidate as defined under "nepotism" in K.A.R. 28-38-29(h).

Upon receipt of the above information, a decision concerning your eligibility for reciprocal license or endorsement of training will be made. If accepted, you will be notified of your eligibility to take the open-book state test for licensure over the Kansas Nursing Facility Regulations and the Assisted Living and Residential Health Care Regulations. These regulations may be obtained by sending a request and a \$6.00 check or money order payable to KDOA to cover the cost of printing to:

**Regulation Request
Kansas Department on Aging
New England Building
503 S. Kansas Ave.
Topeka KS 66603-3404**